



# APPLICATION FOR REAL ESTATE SALESPERSON/ASSOCIATE BROKER/ BRANCH MANAGER

REAL ESTATE LICENSING  
P.O. BOX 9048  
OLYMPIA, WA 98507-9048  
(360) 664-6488 or (360) 664-6500  
FAX (360) 586-0998  
www.dol.wa.gov/realestate/refront.htm

**Check the appropriate box:**

- ☐ First Assoc. Broker/Branch Mgr **\$210.00**  
☐ First Salesperson **\$146.25**  
☐ Transfer/Reactivation/Change in Status/Class\* **\$26.50**

**Make remittance payable to State Treasurer.**  
**Send application with your remittance to:**  
**Department of Licensing**  
**PO Box 9048**  
**Olympia, WA 98507-9048**

*Please type or print clearly*

**Applicant Information - If application information is incomplete, the application will not be processed.**

Applicant's Name		Social Security Number*		Applicant's Date of Birth	
Employing Company Name				Date of Examination	
Employing Company Address (Number, Street, and PO Box if applicable)				Company Telephone No. ( )	
City	State	Zip	County		
Applicant's Mailing Address (Number, Street, and PO Box if applicable)				Applicant's Telephone No. ( )	
City	State	Zip	County		

**Please respond to the following questions:**

1. With the exception of motor vehicle violations, have you ever been convicted of a crime, felony, or misdemeanor by this state, any other state, the federal government, or any other jurisdiction within the past ten years? (NOTE: If you have been convicted of a crime, you will be subjected to an investigation, and you may be denied a license.) ☐ Yes ☐ No
2. Is there a criminal complaint or accusation, or other information presently pending against you, or are you under indictment in this state, any other state, by the federal government, or by any other jurisdiction? ☐ Yes ☐ No
3. Has any application for a professional or occupational license or permit made by you ever been denied, or has a license or permit issued to you ever been suspended, revoked, censured, or fined, in this state or any other jurisdiction? ☐ Yes ☐ No
4. Have you ever had a civil court order, verdict, or judgement entered against you in any court of competent jurisdiction in which the subject matter involved any real estate or business related activity? ☐ Yes ☐ No
5. Are you currently required to register as a sex offender in this state or any other state? If yes, state \_\_\_\_\_ county \_\_\_\_\_ ☐ Yes ☐ No

**(Attach letter of explanation for any affirmative answer(s) to the questions above.)**

**If applying for a Branch Manager's license:** Do you agree to personally manage the branch office indicated on this application? ☐ Yes ☐ No

*\*State law, RCW 26.23.150, requires you to furnish your Social Security Number when applying for this license. If this application is for a business that is a sole proprietorship, the proprietor must furnish his/her Social Security Number. Resident aliens, without a Social Security Number, must furnish their Individual Tax Identification Number.*

*I certify that the above information is true and correct. Failure to comply with any provision of the Real Estate Licensing Act or any rule or regulation promulgated thereunder may result in suspension or revocation of license.*

Applicant's Signature X \_\_\_\_\_ Date \_\_\_\_\_

Broker's Signature X \_\_\_\_\_

Broker's Name (typed or printed) \_\_\_\_\_

**Upon filing, this application becomes a public record and is subject to public disclosure provisions pursuant to RCW 42.17**

**For Office Use Only**

Prog	Tran	Prof	Pic No.	Exp. Date	Stat.	Class	Bill	Split
								1
Rev	Cic No.			Pointer				
Cert Date	Release	LA Date						

*The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-6500 or TTY (360)664-8885.*

## Application Instructions for Real Estate License

This application must be fully completed and submitted with the appropriate fee(s) prior to the activation of the Real Estate License. You may use this application to be issued your first Real Estate salesperson's, associate broker's, or branch manager's license **only if you have already fulfilled the initial requirement of passing the appropriate licensing examinations.** Applicants may begin working from the postmark date to the department or date of hand delivery to the Real Estate Licensing division of the department, **if** the application is fully completed and submitted with the appropriate fee(s), released license and/or clock hours, if required.

All information needs to be typed or printed, with the exception of the signatures of the applicant and Designated Broker or Branch Manager.

Your name should reflect the name you are currently licensed with, or the name used when you took the Real Estate examination. You may indicate a name change on this application as long as you include the name currently on your license. The company name, address, and phone

should reflect the company or branch office with which you wish to be licensed, **not** the address of the company you are transferring from. You must include your mailing address.

It is important that you provide your **correct** date of birth and residence phone number. It is also very important that you answer the questions with either a yes or no response. Please remember to sign the application and to have the Designated Broker or Branch Manager sign **and** print his/her name.

If this application is being used for your initial license, you should indicate the date you passed the examination. If you are transferring your license from one office to another, you must submit your signed and released license from the office that you are leaving along with the completed application and fee.

**Note:** You are required to be a licensed salesperson or associate broker if using this application to process a transfer of your license, to change your status/class from associate broker to branch manager, to **become** an associate broker or branch manager, or to request a duplicate license.